

HULMEVILLE BOROUGH COUNCIL
Meeting Minutes
February 4, 2019

The regular monthly meeting of the Hulmeville Borough Council was held on the above date at the Borough Hall, 321 Main Street.

Councilmembers Present

Thomas Wheeler, President
Judy Coleman
Doug Edge
Mayor Debbie Mahon
Doug Harris

Staff in Attendance

Solicitor Robert DeBias
Treasurer Diane McKairnes
Secretary Dorothy Omietanski
Water & Sewer Kurt Ludwig
Sergeant Baran
Fire Marshal Bill Wheeler

Councilmembers Absent: Mallory Menta, Dan Mandolesi, Vice President, Sarah Omietanski, Jr. Council, and Nick Lodise

Staff Absent: Water & Sewer Pat Slater

Guests in Attendance: Donnamarie Davis, Carla Helbling, Ray Johnson, Nick Toth, Michael Licata, and Sheri Wheeler

Call to Order: Mr. Wheeler called the meeting to order at 7:32 pm; all those present joined in the Pledge of Allegiance.

Minutes:

Motion made by Mr. Edge seconded by Ms. Coleman to approve the minutes of January 3 and 17, 2019 with one correction changing Ms. to Mr. on page 6; Motion passed with all in favor 4-0-0.

Public Comment:

- Peace Valley – Ms. Davis from Peace Valley Holistic Center came to thank Mr. Wheeler, Mayor Mahon, Mr. DeBias, Council, and the residents of Hulmeville Borough for their support and assistance with the RDA Grant in the amount of \$50,000 they received for Peace Valley. Peace Valley is a small charity that focuses on teens with special needs. After the age of 21 autistic children lose support, and need assistance to help them prepare for the working world. She is opening a café that will help provide these children with the skills they need to secure a job. The RDA grant was able to provide Peace Valley with a new roof and equipment. Peace Valley plans to open the café by late spring. The program she offers is no cost to children or schools who participate.

Nick Lodise arrived 7:40pm

- 301 Main Street – Ms. Helbling made council aware of a tripping hazard in the sidewalk in front of 301 Main Street. The sewer cap sticks up. Mr. Ludwig explained that this sewer cap is on the list of items to be repaired in the next phase of manhole repairs, which will take place this spring.
- 509 Main Street – Ms. Helbling made council aware that there are roughly 15 tires in the front yard of 509 Main Street.
- Zoning Officer – Ms. Helbling would like to be considered for the position of Zoning Officer. Mr. Wheeler explained that the position is currently open, and council has not yet decided as to whether they are going to out source the work, or hire an individual again. Mr. Wheeler told Ms. Helbling council will keep her in mind if they decide to hire an individual to fill the position.
- Petition Reetz Ave – Mr. Licata submitted a petition to council which includes 17 signatures from residents on Reetz Ave. requesting parking be allowed on the residential side of the street. A copy of the petition is attached. Mr. Licata suggested issuing permit parking, two per household, for parking on the residential side of the street. Mr. Wheeler is concerned with issuing permits, because that would open up other streets to requesting permits as well. Mayor Mahon explained that it would be impossible to police parking permits so issuing permits would not be a good idea. Mr. Licata would also like to see the businesses on Reetz post clear signs to designate where deliveries are to be dropped off. Delivery trucks are always double parked trying to determine where to deliver. Mr. Wheeler explained that it will take 3-4 months to open parking on Reetz.

Motion made by Mr. Lodise seconded by Mr. Harris to proceed with allowing Gilmore to investigate changing the parking policy along the residential side of Reetz Ave; Motion passed with all in favor 5-0-0.

- Grants – Mr. Johnson encouraged council to look into grants to complete some work in town like painting lines on the roads. The Community Development Block Grant was always a good grant that offered money for projects. Mr. Wheeler explained that the borough has a new engineering firm Gilmore and Assoc. who specializes in securing grants for townships and boroughs.
- Thank you – Mr. Johnson wanted to thank officer Carragher for his assistance with a parking issue he had in front of his home.
- 910 Bellevue Ave – Ms. Omietanski is requesting that the contractor working on 910 Bellevue Ave be made to put up silt fencing across the front of the property. Dirt is washing away onto the sidewalk, and debris is coming across the street onto her property.
- Black Property – Ms. Helbling asked if council had any updates on the Black Property. Mr. Wheeler informed her that Mar Mar has backed out of the project. Currently there are no interested parties. One of the issues involved with development of the property is access.

Police Report:

- Mayor Mahon read the report for the month of January 2019: 24 Incidents, 31 Traffic, 4 Parking, 1 Accidents, 8 Assists, 0 Summary, 0 Criminal, 14 District Court, 0 County

Court, 1 EMS, for total hours worked: 206, Total Salary \$4,884.00. Note Sgt Baran's hours were higher than usual due to 2 audits he had to complete.

- Interview for Police Chief – Council will be meeting in an executive session on 2/12 to interview three applicants. Mayor Mahon will compose a list of questions.
- Vest Program – Mayor Mahon asked Ms. McKairnes if the Borough received a check from the vest program. Ms. McKairnes will double check but she does not think a check was issued.

Ms. Wheeler arrived 8:18pm

- Life Insurance – The police committee is tabling the life insurance for one more month due to staffing changes, and completing paperwork necessary to complete the process.

Motion made by Mr. Edge seconded by Mr. Lodise approve the police department spending no more than \$80 to purchase evidence bags and sterile bag impels; Motion passed with all in favor 5-0-0.

Motion made by Mr. Lodise seconded by Mr. Edge approve by resolution evidence and property control policy, pursuit and emergency vehicle operations policy and domestic abuse protocol policy; Motion passed with all in favor 5-0-0.

Water and Sewer:

- Water Shut Off Policy – Mr. Ludwig presented a policy developed and approved by the Authority to address the issue of nonpayment customers. The letter will explain to all residents the new policy moving forward regarding customers who fail to pay their water and or sewer bill. The Authority would like the letter to go out sometime in March, on borough letterhead and sent separate from the water and sewer bills. Mr. Ludwig read the letter to council. Mr. Harris asked if at the bottom where it states that the Authority will be following Pa state law that the letter reference where that law can be located for the customers. Mr. Ludwig also explained to council that BCWSA will, for a fee, be assisting the Authority with the water shut off process. All fees and costs incurred will be charged directly to the customer involved.

Mr. Mandolesi arrived 8:35pm

Ms. Coleman asked if rental properties would be included. Mr. Ludwig explained that rental properties are included, however there are different procedures that will need to be followed as outlined by the state. The goal of the new policy is to address the current delinquent accounts, but more importantly to prevent future delinquencies. Liens on properties are a completely separate issue from the water shut off policy. Fire Marshal Wheeler wanted to make Mr. Ludwig aware that a few homes/ buildings in the borough have fire sprinklers, and if the Authority needs to shut off water to these properties, he should come to Fire Marshal Wheeler prior to the shut off. Shutting off water to these properties if not done correctly could shut off the sprinkler system as well, and cause a fire hazard. Mr. Ludwig also explained to council that at the last Authority meeting,

when they approved the policy, the Authority also approved an online payment program, so customers who are in risk of having their water shut off can have a way of making a payment quickly. The Authority is working with Inverse Paradox, who will be setting up the online payment program through Stripe. Currently the program will only be able to be utilized by the delinquent accounts, however in the future it may be a way customers can pay their quarterly bill. Payment plans will be established between the customer and Mr. Wheeler, Mayor Mahon, Mr. DeBias and Mr. Ludwig. All payment plans that are set up would need final approval by council.

Motion made by Mr. Harris seconded by Mr. Lodise to allow the Authority to proceed with the water shut off policy with the addition of citation of PA state law with regards to shut off procedures; Motion passed with all in favor 6-0-0.

- Manhole repairs – The Authority is currently working with Carroll Engineering to collect bids for the second phase of the manhole repair work to be completed this spring. The manhole located in the sidewalk will require subcontract work which Carroll Engineering will outline in the bid requests.

Fire Marshal:

- Borough LED Lighting – Fire Marshal Wheeler tested all the lighting at Borough Hall and all lights passed inspection.

Zoning:

- 937 & 939 Bellevue Ave – Citations have been issued for the two homes located at 937 & 939 Bellevue Ave.
- Engineer Meeting – A meeting took place between Gilmore and Assoc and Mr. Canales to transfer engineering information regarding the Borough. Gilmore will be proceeding with the Main Street culvert project.

Motion made by Mr. Wheeler seconded by Mr. Mandolesi to add Gilmore’s Service Fee Schedule to the minutes; Motion passed with all in favor 6-0-0.

Borough Property:

- Tree Removal – The tree in Memorial Park has been removed. Mr. Mandolesi emailed Asplundh to let them know what a great job the crew did at removing the tree in Hulmeville. Mayor Mahon was able to get a slice of the tree, which she will bring to Borough Hall for display.
- Grass Cutting – Mr. Mandolesi believes that the grass cutting contract needs to be renewed this year. He did talk to Mr. Boone regarding the soccer fields. Mr. Boone said he will work on cutting down the overgrowth in the back of the field.
- Thank you – Mr. Lynn wrote a letter to council to thank Mr. Mandolesi for all his efforts to get the tree cut down by PECO. His efforts saved the Borough \$6,000. Job well done.

Lights:

- PECO LED Bill – Mr. Mandolesi was very surprised to discover that the Borough’s PECO bill will only be reduced by a small amount. According to PECO they charge by taps, and it does not make a difference that the bulbs are now LED. The Borough added 7 lights to the bill so that countered the small savings that would have been given. Mr. Mandolesi called PECO twice, and ended up speaking to the same person, and received the same information regarding the bill. Council was very surprised at this news, and will reach out to other townships who have claimed to save a lot of money to try to determine the reason for the discrepancy. Mayor Mahon will also write PECO a letter complaining about their current policy regarding LED lights.
- Borough Hall LED Lighting – Mr. Mandolesi checked all the outdoor fixtures to make sure they were all secure.

Trash:

- Refuse Contract – Mr. DeBias needs direction from council as to how many years they would like bids to cover – 1 year, 3 year or 5 years. Ms. Coleman also pointed out that recycling may be a concern. Mr. Wheeler heard that it may be cheaper to incinerate trash then to send it to a landfill. Mr. Harris suggested we see if there is an expert we can utilize that can advise us on the best trash contract.
- Recycling Report – Mr. Lodise forwarded the FM12 report to Republic to complete.

Streets:

- Potholes – Mr. Lodise is aware that there are a few potholes on Neshaminy and Walnut which he will patch once the weather breaks.
- Curb Repairs – Mr. Wheeler informed council that Main St and Bellevue Ave is scheduled for paving this spring. Before paving is done council may want to have the residents repair curbs and possibly sidewalks.
- Snow Removal – Council needs to decide tonight whether to extend the snow removal contract with Hutchinson for two years. Mayor Mahon said she was very impressed with their efforts during the deep freeze. On one occasion, the company could not access salt at Middletown Township until 3pm so they went out with leaf blowers and removed all standing water from the streets so it would not get a chance to freeze. Council all agreed they were satisfied so far with their service with the exception of driving a little too fast.

Motion made by Mr. Harris seconded by Mr. Lodise to extend the snow removal contract to three years contingent contractor slows down when driving the plows; Motion passed with all in favor 6-0-0.

Finance: no report

Personnel: no report

Jr Council Member: no report

MS4:

- Newsletter – Mayor Mahon is finalizing the Winter 2019 newsletter.
- Gilmore Meeting – Mayor Mahon met with Gilmore to discuss current permit and possible sediment reduction projects on January 10, 2019. Gilmore reviewed the projects and is not yet convinced that they are the best projects for the borough.
- Contacts – Nancy Wheeler forwarded Mayor Mahon a list of property owners.
- Educational Power Point – Mayor Mahon held the mandatory educational power point on January 15 during the council work session. Anyone who could not attend the presentation will receive a work sheet that they will need to complete and submit.

TMDL / BMP's: Permit years 2018-2022 – items that need to be accomplished over the next 5 years.

- TMDL No1: encouraged riparian forest buffers for all residents along the creek
- TMDL No 2: conduct site inspections to encourage storm water control measures
- TMDL No 3: installation of 2 deciduous trees in open space or within the borough proper
- TMDL No 4: reduce infiltration
- TMDL No 5: modify basins for increased infiltration reduction
- TMDL No 7: encouraged home owners to install rain barrels
- TMDL No 8: additional provisions:
 - Continued with the 4 leaf pick-ups through the fall/winter season
 - Sump Pump inspection enforcement
 - Decide on sediment reduction project

Floodplain:

- For all residents in and out of floodplain, contact information is being added to the newsletter to assist residents and business owners on proposed practices and procedures during weather events.
- Old Colonial Inn has cleared trees in the floodplain/open space behind their establishment. Zoning officer is working on the violation as this is not yet cleaned up.
- The Water Street FIRM concerns have not yet been answered (10 months now). FEMA forwarded Mayor Mahon's questions to PEMA for answers through the hazard mitigation grants.

Storm Water:

- New Residents – Update any new residents that have moved into Hulmeville as storm water affects us all and not just those that live in floodplain.

Solicitor Report:

- RDA – Council needs to make motions to sign resolutions and contracts for the 2019 RDA grants

Motion made by Mr. Mandolesi seconded by Ms. Coleman to sign three contracts with Bucks County Redevelopment Authority for Municipal Grants for Main Street Sidewalk and Inlet Repairs \$75,350.00, William Penn Fire Company Radio Equipment \$47,055.00 and Peace Valley Holistic Center \$50,000.00; Motion passed with all in favor 6-0-0.

Motion made by Mr. Lodise seconded by Mr. Mandolesi to appoint Mr. Wheeler and Mr. Mandolesi as authorized signers for all documentation for RDA grants for the Borough of Hulmeville and William Penn Fire Company; Motion passed with all in favor 6-0-0.

Motion made by Mr. Lodise seconded by Ms. Coleman to appoint Christine Davis, Donnamarie Davis, Mr. Wheeler and Mr. Mandolesi as authorized signers for the Peace Valley Holistic Center contract with the RDA; Motion passed with all in favor 6-0-0.

Motion made by Mr. Mandolesi seconded by Mr. Lodise to sign a subgrantee agreement between Hulmeville Borough and Peace Valley Holistic Center; Motion passed with all in favor 6-0-0.

- Open Records Webinars – Pennsylvania Office of Open Records will be hosting 9 webinars in March as part of Sunshine Week. Mr. DeBias distributed the schedule of webinars to council.

Mayor:

- William Penn Awards Banquet – The Mayor, Council and Mr. DeBias received an invitation to the 187th Awards Banquet being held on April 13th. Cocktails are at 6:30pm and dinner at 7:00pm and RSVP is needed by March 17th.

Treasurer’s Report: Treasurer’s Report of February 4, 2019 was made available for inspection:

• General Fund Checking Balance as of January 1, 2019:	\$ 221,726.92
Expenses Totaled:	\$ - 32,494.80
Income Totaled:	<u>\$ 18,334.04</u>
General Fund Checking Balance as January 31, 2019:	\$ 207,566.16
• Sewer Fund Checking Balance as of January 1, 2019:	\$ 36,244.20
Expenses Totaled:	\$ -67,510.73
Income Totaled:	<u>\$ 47,403.20</u>
Sewer Fund Checking Balance as of January 31, 2019:	\$ 16,136.67
• Sewer Fund PLGIT Balance as of January 1, 2019:	\$ 365,989.99
Interest	\$ 0
Deposit	\$ 0
Expense	<u>\$ 0</u>
Sewer Fund PLGIT Balance as of January 1, 2019:	\$ 365,989.99

- **Highway Aid PLGIT** Balance as of January 1, 2019: \$ 44,139.54
 - Interest \$ 0
 - Deposit \$ 0
 - Expenses \$ 0
 Highway Aid PLGIT Balance as of January 1, 2019: \$ **44,139.54**

- **General Fund PLGIT** Balance as of January 1, 2019: \$ **70,816.19**
 - Interest \$ 0
 - Deposits \$ 0
 - Expenses Total: \$ 0
 General Fund PLGIT Balance as of January 1, 2019: \$ **70,816.19**

Bills: A copy of the bill list dated February 4, 2019 was provided to Council and offered for review by the public. One bill needed to be adjusted – Pickering Corts \$1,234.37 adjusted to \$997.37.

- **General Fund** beginning balance as of January 31, 2019: \$ 211,929.98
 ending balance as of February 4, 2019: \$ 95,803.35

- **Sewer & Water** beginning balance as of January 31, 2019: \$ 18,054.16
 ending balance as of February 8,2019: \$ -17,254.37

- **Highway Aid** beginning balance as of February 4, 2019: \$ 41,754.54
 ending balance as of February 4, 2019: \$ 39,997.54

A motion made by Mr. Mandolesi seconded by Mr. Lodise and carried unanimously to approve the bill list dated Febuary 4, 2018; motion carries 6-0-0.

Correspondence:

- Soup Off – Ms. Omietanski forwarded everyone the soup off flyer for Neshamony United Methodist Church on February 23, 2019.
- Notice of Sheriff Sale – The borough received a notice of sheriff sale of the Cubernot property in Buckingham Township.
- Contact List – Ms. Omietanski distributed to council an updated contact list.

Old Business:

- Thank you – Mayor Mahon, Mr. Wheeler, Mr. DeBias and Ms. Coleman took Mario Canales out for dinner and gave him a pen as a retirement gift.

The meeting was adjourned at 9:47 pm; motion made by Mr. Mandolesi seconded by Mr. Harris; carried 6-0-0.

Respectfully Submitted

Dorothy Omietanski,
 Hulmeville Borough Secretary

January 4, 2019

Dear Neighbors,

We the Residents of north side of Reetz Ave in Hulmeville, Pa are petitioning the Borough council to lift parking restrictions on the residential side of Reetz Ave for residents and guests. Bearing in mind that the "industrial" complex on Reetz Ave has sufficient loading docks and parking, the commercial side of the street should remain a no parking standing or delivery zone. Parking is permitted on every other street in Hulmeville. For example, on Main Street, which houses two churches a municipal building at least one small factory, a tavern and is considerably more traveled than Reetz Ave, parking on is permitted on one side of the street.

For 30 years this situation was remedied by a verbal agreement between the Borough, the developer of the residential subdivision and the purchasers of properties to allow residential parking in the industrial complex. It can be reasonably deduced that this was a strategy of the developer to sell units. The owner of the industrial property and the developer are the same person. For some reason, the owner of the industrial complex changed the policy this year and is threatening to tow resident's vehicles should they park on his property as they have for nearly thirty years.

If you agree with this petition, please sign the petition. It will be presented to the Borough council on its first monthly meeting on Monday January 7, at 7:30. Your presence to support the petition is welcome.

Thank you,

Michael Licata
213 Reetz Ave
267-252-8687

PETITION TO REMOVE RESIDENTIAL PARKING RESTRICTIONS ON REETZ AVE

- We the Residents of north side of Reetz Ave in Hulmeville, PA are petitioning the Borough council to lift parking restrictions on the residential side of Reetz Ave for residents and guests.
- Bearing in mind that the "industrial" complex on Reetz Ave. has sufficient loading docks and parking, the commercial side of the street should remain a no parking standing or delivery zone.

Print Name	Signature	Address
MARCIe Downey	Marcie Downey	211 Reetz Ave
JEFFREY Downey	Jeff Downey	211 Reetz Ave.
MIKE ROTH	Mike Roth	209 Reetz Ave
Victoria Ruth	Victoria Ruth	209 Reetz Ave.
Michael Licata	Michael Licata	213 REETZ AVE
JOHN NUNN	John Nunn	419 WASHINGTON AVE
John Cost	John Cost	212 Pennsylvania Ave
ANTHONY BIBER	Anthony Biber	419 WASHINGTON AVE
KERRY KENAUx	Kerry Kenau	419 WASHINGTON AVE
George TUMBARDU	George Tumbardu	105 Reetz Ave.
K-SEMOCk	B. Semock	213 Reetz Ave
B. Semock	B. Semock	213 Reetz Ave
P. SLATER	Pat Slater	219 Reetz Ave
S. FITCH	S. Fitch	417 Main St.
C. Lees	C. Lees	215 reetz ave
Kim Vile	Kim Vile	221 Reetz Ave
MIKE WASSON	Mike Wasson	107 Reetz Ave

**2019 PROFESSIONAL SERVICES FEE SCHEDULE
HULMEVILLE BOROUGH, BUCKS COUNTY, PA**

TITLE	RATE*
Principal III	\$ 130.00
Principal II	\$ 125.00
Principal I	\$ 120.00
Consulting Professional V	\$ 115.00
Consulting Professional IV	\$ 110.00
Consulting Professional III	\$ 100.00
Consulting Professional II	\$ 95.00
Consulting Professional I	\$ 85.00
Design Technician V	\$ 80.00
Design Technician IV	\$ 75.00
Design Technician III	\$ 70.00
Design Technician II	\$ 65.00
Design Technician I	\$ 60.00
Construction Representative III	\$ 95.00
Construction Representative II	\$ 90.00
Construction Representative I	\$ 80.00
Surveying Crew	\$ 125.00
Project Assistant	\$ 70.00

*Anticipated annual rate increase of 3% - 5% per year.

Principals – Include executives, department managers, and may include project managers.

Consulting Professionals – Include project managers, geologists, environmental engineers, landscape architects, land surveyors, water resources engineers, civil engineers, sewage enforcement officers, etc.

Design Technicians – Include CADD/GIS persons, analysis, designers & other technical support staff for Consulting Professionals.

Listed Rates – All Rates listed above are hourly rates based upon straight time for a 40-hour, 5-day week and are charged on actual time expended. When requested/required to provide professional services in excess of 40 hours during the normal work week, non-exempt staff shall be charged 1.5 times the standard rate for those hours worked in excess of the normal 40 hours. Construction Representative Services requested on weekends shall be charged at the same overtime rate with a minimum of 4 hours charged.

Client Invoicing – Gilmore & Associates, Inc. invoices on a monthly basis and payment for services rendered are due within 30 days.

Proprietary Information – This Professional Services Fee Schedule is proprietary information issued by Gilmore & Associates, Inc. for review only by the recipient of this document. The information contained herein shall not be shared, reviewed or discussed with others than those receiving this original document.

Special Consulting Services - Rates vary by type of service and level of experience. Rate Schedules will be provided upon request.

508 Corporate Drive West | Langhorne, PA 19047 | Phone: 215-369-3955 | Fax: 215-345-8606

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